

Kendo Manager Manual

Software for managing projects and project management

www.kendomanager.com

Version 2.3

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KENDO ADMINISTRATION

1. Creation a user

Creation a user in application is performed using **Admin profile**.

1.1. Login to the application using Admin profile

User login	
Username Bassword	
Password	
Forgot password?	

1.2. Click at Administrator-Administration-Users on the right side.

#END®	Dojo	🖹 Project	🜌 Reports	🖂 Messages 🥶			Search		٩	Adminis	strator
										🖪 Projects	>
TASKS		A RISKS		O ISSUES					🏝 Users	💩 Administration	
Today	0	Today	0	Today	0	Today	0	Today	Roles and permissions	Language	>
Soon	0	Soon	0	Soon	0	Soon	0	Soon	Password change	x Logodi	0
Deadline exp.	8	Deadline exp.	2	Deadline exp.	3	Deadline exp.	0	Deadline	▲ Upload licence file	(D
Finished	0	Finished	6	Finished	0	Finished	0	Finished			D

1.3. Write data into the form for creation a user and choose Project management system role.Project manager is the basic predefined system role assigned to the user.

Click the button Save. Forward to user his user data. System does not send them automatically.

1.8	Full name	Email	Username	
	John Doe	johndoo@example.com	Joh	
	Password	Avatar upload	System Role	
	******	Select	Project Manager	▼ View Dojo
				View Deports
				VIEW REPORTS

2. My dashboard

КЕНО Съ тападер									
User login									
Username Username									
Password Password									
Forgot password?									

2.1. Login to the application with users data . Click the button Login.

2.2. When you signed up using your user data , you will get your dashboard (My Dashboard).

A KENDC	Dojo	🗎 Project 🛛 🗹	Reports 🖂	Messages 🥶).		ļs	earch	٩	Administrator
TASKS		A RISKS	0	ISSUES		= C	HANGES	_	MY MILESTONES	
Today	0	Today	ОТС	day	0	Toda	У	0	Today	0
Soon	0	Soon	O So	on	0	Soor	6e	0	Soon	0
Deadline exp.	0	Deadline exp.	Ø De	adline exp.	3	Dead	lline exp.	0	Deadline exp.	0
Finished	0	Finished	6 Fi	nished	0	Finis	hed	0	Finished	0
My Tasks My	Risks My	Issues My Changes	My Mileston	25					A MY PROJECTS	
Name		Project	Start	Due date	Pr.	Finished	Progress		Testni Projekat	378
									Privatni projekat	(10%)
Task Test		Testni Projekat	6/1/2018	6/15/2018	0		100%	e	Project overview test	108
Milestone		Testni Projekat	6/13/2018	6/13/2018	o		11	C.	test australian	(25%)

My dashboard – shows you all the tasks that are assigned to you and all the active projects you work on.

Dashboard provides you quick and simple overview of all your tasks on your projects.

Within the section **My projects** on the right side, are shown all projects you are working on.

Note : When we finish the project and **archive it**, all your project-related processes disappear from your dashboard. If we activate the project again, all the processes previously assigned to you will appear on your dashboard. When we **deactivate (delete) the project**, all processes will be disappeared from your dashboard.

2.2.1. To easier access and inspection to your assignements, dashboard itself is divided into the sections.

Sections My tasks, My risks, My problems, My changes and My milestones represent the overview of all the processes assigned to you to solve them, independent from deadline for solving. Each list can be searched.

My Tasks My Risks My Issue	s My Changes M	ly Milestones	:				
Name	Project	Start	Due date	Pr.	Finished	Progress	
Task Test	Testni Projekat	6/1/2018	6/15/2018	o		100%	ď
Milestone	Testni Projekat	6/13/2018	6/13/2018	o		105	ľ
Privatni Task	Privatni projekat	6/11/2018	6/14/2018	ø		10	Ø
test 1223	Testni Projekat	7/5/2018	7/19/2018	٥		40%	ď
test 1223	Testni Projekat	7/5/2018	7/25/2018	o		105	ď
H 1 2 F F Pa	je size: 5 🔻					10 items in 2	pages

Sections Tasks, Risks, Issues, Changes, My Milestones represent the quick overview of all processes and tasks on your projects based on **defined deadline for their solving.** The processes are automatically shown on the lists i.e. processes move from one list to another depending on **current date** comparing to defined deadline for their solving.

S TASKS		A RISKS		O ISSUES				MY MILESTONES	
Today	0	Today	0	Today	0	Today	0	Today	0
Soon	0	Soon	0	Soon	0	Soon	0	Soon	0
Deadline exp.	8	Deadline exp.	2	Deadline exp.	3	Deadline exp.	2	Deadline exp.	0
Finished	0	Finished	5	Finished	0	Finished	0	Finished	0

Note: Kendo manager logo, on the left corner, serves in favour of quick return **to your dashboard** from any part of the application.



Each box contains 4 lists :

Today – Planned deadline for solving of certain process expires today

RISKS Today								
Name	Project	Tasks	Assigned	Influence [Due date	Reported	Finished	
No records to display.								

Soon- Planned deadline for solving of certain process expires in period of seven days or less comparing with due date.

RISKS Soon								
Name	Project		Assigned Influer		Due date	Reported	Finished	
Risk test comment	Testni Projekat	Task Test	Administrator	o	8/31/2018	7/24/2018		Choose

Deadline expired – Planned deadline for solving is expired.

TASKS Deadline exp.										
Name	Project	Assigned	Start	Due date	Finished	Progress	Pr.			
Milestone	Testni Projekat	Administrator	6/13/2018	6/13/2018		10%	0	Choose		
Privatni Task	Privatni projekat	Administrator	6/11/2018	6/14/2018		10%	0	Choose		

Finished– Task or process is finished. Every finished task or process move to the list Finished if is marked option Finished (image 2).

ISSUES Finished									
Name	Project	Assigned	Tasks	Reported by	Due date	Priority	Finished		
Issue test	Testni Projekat	Administrator, Ljubo	Task Test	ljubo	6/15/2018	ø		Choose	

Note: When the checked box is marked as finished on the basic form (task, issue, milestone, change and risk) and clicking on the button Save, automatically is entered today's date in Finished.

ASK: TASK TEST						
asic data	BASIC DATA					
eam members	Name			Priority		
sources	Task Test			High	•	Milestone
mments						
cuments	Subtask of			Total value		Currency
activities (Beardering				50,000.50		Dollar
Jactivities/Redictering	Description					
	testdsss					
	Start		Due date	Finished date		
	Start 6/1/2018	Ē	Due date 6/15/2018	Finished date	Ĩ	Finished
	Start 6/1/2018 Duration (days)		Due date 6/15/2018	Finished date 6/10/2018 Progress till now	۲	Finished

Note : When you change planned deadline or check box Finished and delete the date Finished at task, this will be shown in the list (soon, today,finished and deadline expired) depending on new date you enter. This rule applies to all the options the project.

а	BASIC DATA			
mbers	Name		Priority	
IS	Task Test		High	✓ Milestone
ts				
5	Subtask of		Total value	Currency
			50,000.50	Dollar
ordering	Description			
	testdsss			
	testdsss	Due date	Finished date	
	Start 6/1/2018	Due date	Finished date	Finished
	Start 6/1/2018	Due date	Finished date	Finished
	testdsss Start 6/1/2018 Duration (days) 4	Due date	Finished date Progress till now 100 %	Finished
	testdsss Start 6/1/2018 Duration (days) 4 Notify Users	Due date	Finished date Progress till now 100 %	Finished
	testdsss Start 6/1/2018 Duration (days) 4 Notify Users	Due date	Finished date Progress till now 100 %	Finished
	testdsss Start 6/1/2018 Duration (days) 4 Notify Users	Due date	Finished date Progress till now 100 %	Finished

3.Creation a project

Login to Kendo Manger with user data

KEND® E manager	
User login	
admin Password	
Forgot password?	

To create the new project choose menu Project and click the item New project .

	HENDO Dojo	🖹 Project	🛃 Reports	🖂 Messa	ges <mark>28</mark>		Search	٩
Ð	🗠 Overview 🖪 Tasks 🏴	+ New Projec	t	sues 🔺 Ris	ks 럳 Changes	🧿 Time Use 🗈 Fi	les 🛛 📽 Project set	tings
		🔳 Projects						
	PROJECT SEARCH							
	New Project							
	Name	Project number	Sta	rt	End	Status	Priority	Archived

Fill the tab Basic data and click the button Save to create the new project.

B	ASIC DAT	A					
Ic	ł	Project number	Name	C	Currency	Total value	
	0 1	Energy Saving Project		Dollar	- 500,000.00		
с	ategory		Priority	F	Project in accordance with	Status	
	Economic projects 🔹	High		Business Strategy	• Open	•	
S	tart		End				
8	3/30/2018	Ē	11/30/2018	is Private			
D	escription						
	Test						
							li.

Note: Upon finsihing the project mark the option Archived. Then, all the assigned processes relating to project won't be shown at Dashboard When project is activated again, all the items will appear again at Dashboard. Project manager, authorized for project realization, archives the project.

Dashboard	BASIC DATA			
Basic data	Id Project number	Name	Currency	Total value
Project team	3 1	Test project	Dollar	5,000.000
Calendar	Category	Priority	Project in accordance with	Status
Project locations	Social projects	High •	Development Strategy	Open
Project owner	Start	End		
Project target users	6/1/2018	9/1/2018	Is Private Archived	

After you created new project on the left side, you get **Project menu with additional options** and **top menu with project options** (dashboard, tasks, milestones, costs, issues, risks, changes, used time, files and project settings.

							Chosen project: Energy Saving Project
🗠 Overview 🖪 Tasks	🏴 Milestones	\$ Costs 🛛	Issues 🛕	⊾Risks ≓Changes O	Time Use 🕒 I	Files 🛛 🗱 Project settings	
PROJECT: 1 - ENERGY S	AVING PROJECT	r					Created:8/38/2818 Created by Administrator Number of pe
Dashboard	BASIC DA	TA					
Basic data	Id	Project num	ber	Name		Currency	Total value
Project team	10	1		Energy Saving Projec		Dollar	500,000.00
Calendar	Category			Priority		Project in accordance with	Status
Project locations	Econom	ic projects	•	High	•	Business Strategy	• Open
Project owner	Start			End			
Project target users	8/30/2018	3	Ē	11/30/2018	Ē	Is Private Archived	1
Budget	Description	n					
Demographic data	Test						
Documents							
Logframe							
Reorder activities	1						

3.1. Project dashboard

Project dashboard provides us quick overview of current project phase. Dashboard of the project shows all the processes realized within the project. The processes are **sorted per priorities** and costs, time and project status are presented graphical.

HENDO DI	Dojo 🖹 Project 🗠 Reports 🖂	Messages 🥴		Search	٩	Chosen project Test project	Administrati
🛛 🗠 Overview 🖪 Tasks	🛛 🍽 Milestones 💲 Costs 🥥 Issues	▲ Risks ≓ Changes @) Time Use 🕒 I	Files 🛛 🗱 Project settings			
PROJECT: 1 - TEST PRO	DJECT				Created	4:6/1/2018 Created by Administrator	Number of people: 3
Dashboard	E PROJECTS PROGRESS	TASKS		≡ ISSUES		Changed	1 high pr.
Basic data		High priority	6 High priority		0	or changes	1 Low
Project team						2 Risks	2 high inf. 0 medium
Calendar	37	Medium	2	Medium	0		0 Low
Project locations Project owner	טטר אי ט	Low	0	Low	0	1 Milestones	0 high pr. 0 <mark>medium</mark> 0 Low
Project target users							
Budget	COSTS OVERVIEW			COSTS BY TYPE			

Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list or sort processes within the selected project**.

3.2. Project settings

In case that you do not need certain options from **project menu on the left side**, click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.

🛨 🗹 Overview 📑 Tasks	🍽 Milestones 🛛 \$ Costs	😯 Issues 🔺 Risks	럳 Changes 🛛 🧿 Time Use	🖿 Files 🔹	📽 Project settings		
PROJECT: 1 - TEST PROJ	ECT					Created: 6/1/2018	Created by:Administrator Number of people:3
Dashboard	PROJECT SETTINGS						
Basic data							
Project team	Project team visible	Calendar visib	Locations visibl	e P	Project owner /isible	Project users visible	Project budget visible
Calendar	Demographic data	Desumentavis	ible termetrissieit		Decider estivities		
Project locations	visible	Documents vis	Log matrix visit	V V	visible		
Project owner							
Project target users							Save

3.3.Project Team

The next step is creation of **project team**. Click the card **Project team**.

Dashboard	PROJECT TE	AM				
Basic data	Choose team m	ember .	Project role			
Project team			Choose Add			
Calendar						
Project locations	Avatar	Full name	Role	Email		
Project owner						
Project target users	b	Administrator	Project Manager	admin@nexsto.com	Edit	Delete

After you created project, you are automatically added to project as Project manager and basic system role project manager is assigned to you and gives you in advance predefined rights over the project.

Note: Project manager can create any item or process on project, to make the changes and delete the items at project.

When for certain reason the project has more project managers or the actual project manager must be replaced, add user previously created in the application (Art.1. Creation a user) and assign him/her the role project manager.

Note: This application defined up to 6 users in project with assigned function Project Manager.

3.3.1. Creating a project team- defining of members and their role/function in project

Click the tab Project team.

In the box Select team members and select the person you add to team. It is enough to just enter one letter to the box and previously created users will appear.

Select user or users and click in box Project role and assign the role Team member which offers them certain predefined rights on project.

Dashboard	PROJECT TEAM	
Basic data	Choose team member	Project role
Project team	m	Choose
Calendar	Administrator	
Project locations	Mark Novicki	Role Email
Project owner		
Project target users		Project Manager admin@nexsto.com Edit Delete

Note: Team members can perform the tasks in project depending on privileges defined by assigned role.

Dashboard	PROJECT T	EAM					
Basic data	Choose team	member	mber Project role				
Project team	Mark Novic	ki x	Choose	•	Add ⊞		
alendar			Choose				
Project locations	Avatar	Full name	Project Manager				
rojectrocations			Team member			1	
roject owner			Project overview				
			Software tester		-		
Project target users	(2)	Administrator	Team leader			1	

There are five predefined project roles in Kendo manager :

- **Project manager** holds the full rights over the project and all the processes within. He can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and used time, to post the comments...)
- **Team member** the most often assigned role to users. Team member can search the contents at project, to add or delete his comments, to upload documents in project processes.

TASK: TASK TEST	
Basic data	COMMENTS
am members	
sources	write a comment
mments	
cuments	
bactivities/Reordering	
	Select
	Notify Users

Note: User defined as team member can add and delete his comments and to upload documents.

Other tabs (**basic data, team member and resources**) he can see but he can't change or delete the content posted by **project manager**.

- **Project preview** assigned to people who are not directly involved in project realization (e.g. client, director, Mayor of the Municipality...). The person can view the content but can not modify or delete it.
- **Team leader** has the same function as **project manager** except the right to change the items in the **left project menu**. Team leader can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and to post comments)

Team leader is usually applied in larger projects and this function is assigned to person who performs the part of the tasks in domain of project manager or deputy project manager.

- **Software tester** used at software projects. This role is assigned to persons who **tests the accuracy of application** within software development process.
- Software tester has the same rights as team member and also can create issue (bug) and assign it to the person (the most often to the programmer) to correction.

ISSUES						
New Issue				Expor	t PDF Export Excel	Export Word
Name	Assigned	Reported by	Tasks	Finished		
Issue test	Administrator, Ljubo	ljubo	Task Test		Delete	Choose
Issue coment	Administrator	ljubo	Task Test		Delete	Choose

3.4. Budget of the project - in basic menu we define the item **Budget. The following fields in the form should be filled**:

- Institution or organisation from drop menu choose the organisation, institution and company which funded the project
- In the field put the project value
- Field Converted amount and converted currency serves in the case that project is funded from foreign sources (e.g. funds in USD but basic currency is BAM).
- Click the button Save
- Note:
 - If project is funded by means in **basic (domestic) currency**, then in the field **converted amount** enter identical sum and choose the same currency as at the basic currency (image 2)
 - Click to + button if you wish to add **new** Organization/company. The data are saved for further use.

PROJECT: 1 - TEST PRO	JECT					Created: 6/1/2018	Created by: Administrator	Number of people: 3
Dashboard	BUDGET							
Basic data	Institution or o	rganization		Amount	Currency	Calculated amount	Calculate	d currency
Project team	Choose	ganzation	• +		Dollar	T	Choose	2 *
Calendar								
Project locations							s	ave New
Project owner	ld Instituti	on/Organization	Amount	Currency	Calculated amount	Calculated currency		
Project target users	3 Opština	9	50000.00	Dollar			Choose	Delete
Budget								

Image 2. Creating a budget- converted sum

BUD	DGET							
Institu	ution or organization		Amount	Currency		Calculated amount	Calculated	currency
Op	ština	• +	50,000.00	Dollar	•	25,000.00	Euro	•
							Sa	ve New
ld	Institution/Organization	Amount	Currency	Calculated amount	Ca	alculated currency		
3	Opština	50000.00	Dollar				Choose	Delete

3.5. Calendar – Project calendar is visual overview of project tasks at daily, weekly, monthly or annual level.

Dashboard	CALENDAR						
Basic data							
Project team	 ▲ today 	/ ▼ Aug, 2018				Day Week	Month Timeline
Calendar	Mon	Tue	Wed	Thu	F	ri	Sat
Project locations	30	31	1 Aug	2	3	4	
Project owner	- gunt rook						
Project target users							
	6	7	8	9	10	11	

3.6. Project location – Define the geographical location where the project is implemented.

PROJECT: 1 - TEST PROJ	ECT				Created: 6/1/2018	Created by: Administrator	Number of people: 3
Dashboard	PBOJECT LOCATIONS						
Basic data	Project locations						
Project team	Choose	• + Sa	7e				
Calendar	ld	Code		Name			
Project locations	No data						
Project owner							

Note:

• It is necessary to previously create **Project location** Click to **+** button if you wish to add new Project location .. **Project location** is inserted for the first time. The data are saved for further use.

3.7. Project Owner –define the **project owner** and who initiated the project (company title, organisation title,department title...). Fill the data and click the button **Save**.

Note:

• **The item Project Owner** need to be previously created. Click to + button if you wish to add new Project owner .. Project owner is inserted for the first time. The data are saved for further use.

PROJECT LOCATIONS					
Choose Save					
Choose					
ld	Code	Name			
5	2	Banja Luka	Delete		

3.8. Project target users – with assistance of this option we define who the project target users are and which target group will benefit from project (**Example :** Support to Roma people through increasing of energy efficiency of Roma settlements). Enter the data and click the button **Save.**

PROJECT: 1 - TEST PROJ	ECT					Created: 6/1/2018	Created by: Administrator	Number of people: 3
Dashboard	TARGET USE	RS						
Basic data	Heer		Description					
Project team	Choose	* +	Description	Save				
Calendar								
Project locations	Id	Code	Name		Description			
Project owner	No data							
Project target users								

Note:

• The item Project target users need to be previously created. Click to + button if you wish to add new Project Target user. Project target users is inserted for the first time. These data are saved for further use.

3.9. Demographic data - With assistance of this option if it is needed we define the **Gender of the project** namely **demographic structure** of project target users. Fill the form and click the button **Save**.

Dashboard	PROJECT DEMOGRAP	HIC DATA							
Basic data	Number of project target up	sers Tarnet us	er						
Project team	100.00	romi	• +	Gender (gend	ler represent:	ation)			
Calendar									
Project locations	Men	Women	CI	hildren			Unknown		
	50.00	30.00	2	20.00			0.00		
Project owner	Description								
Project target users	test								
Budget									
Demographic data									
Documents								Sa	ve Ne
Logframe	ld Number of project tar	get users Target user	Gender (gender representation)	Men	Women	Children	Unknown		
Reorder activities	4 100	romi	Yes	50 (50%)	30 (30%)	20 (20%)		Choose	Delete

3.10. Documents

- Click the button select to select the document on the form for uploading documents
- Enter the description of the document and click Save

Option documents serves us to upload the project documentation and files related to project. Thus all the documents are available to project team at one place and at any moment.

Dashboard	DOCUMENTS				
Basic data					
Project team		Select			
Calendar	Document description				
Project locations					
Project owner					
Project target users					Save New
Budget	Document description	Document name	Date	Document owner	
Demographic data					
Documents	test	Bottom plate.dwg	8/24/2018 8:00:42 PM	Administrator	Delete
Looframe					

3.11. Logical framework matrix

The option logical framework matrix is an auxiliary instrument used when we manage EU-funded project. **Click** the tab **Logical framework matrix** on the left project menu. Fill the form of matrix and click the button **Save.**

Project team	Version 1	Name	Indicators	Verification source	Assumptions
Calendar					
Project locations	General Goal				
Project owner					
Project target users	Specific goal				
Budget					
Demographic data					
Documents	Results				
Logframe		1			
Reorder activities	Activities				
		4			
					h
					Save New Version

3.12. Reordering Activites

Each activity after creation in application will be automatically numbered as 1,2,3,4...

If you need to change the order of the tasks, click the tab Reordering Activites.

Drag the desired task and click to save the new order (images 2 and 3).

TASK: TASK TEST	
Basic data	SUB-ACTIVITIES * Drag tasks to reorder
Team members Resources	☐ 1 - sub task 2 2 - subtask
Comments	
Subactivities/Reordering	Save
TASK: TASK TEST	
Basic data	SUB-ACTIVITIES * Drag tasks to reorder
Team members Resources	1 subtask 2 - subtask
Comments	
Documents Subactivities/Reordering	Save

SUB-ACTIVITIE	S * Drag	tasks to reord	er										
subtask 1 - sub task	2												
													Save
TASK LIST										_			
										G	iantt Vi	2W N	ew Task
Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		
B	1	Task Test	testdsss	Administrator, Jelena Opačić	6/1/2018	6/15/2018	50,000.50	Dollar		100%	ø	Ø	Ē
	1.1	subtask	test		7/2/2018	7/6/2018	0.00	Dollar		56%	o	ľ	曲
	1.2	sub task 2	test	Jelena Opačić	7/5/2018	7/11/2018	0.00	Dollar		23%	٥	Ø	۵.
	2	Milestone	test	Administrator	6/13/2018	6/13/2018	100.00	Dollar		<mark>10</mark> %	ø	Ø	Ē

4.Project options

	KEND manaye	ם 🗋 יי	jo 🖹 Project	🛃 Rep	orts 🛛	d Messages	28			Search	٩	Chosen project: Test Project	Admin	istrator
Ð	🗠 Overview	🖪 Tasks	🍽 Milestones	\$ Costs	Issues	🛕 Risks	≓ Changes	🕑 Time Use	🖿 Files	📽 Project settings				

After you created project in the **menu project options**, you have at your disposal the following project options:

- 1. Overview
- 2. Tasks and Gantt
- 3. Milestones
- 4. Costs
- 5. Issues
- 6. Risks
- 7. Changes
- 8. Time used
- 9. Files
- 10. Project settings

4.1. Project Overview

The project overview is intended for the project manager on the project. In this way, the project manager has a quick and easy overview of the current state of the project and the current status of project tasks delegated to the members of the project team.

Due to the quicker and easier insight for the project manager, project tasks are grouped on the **lists Today**, **Upcoming , Late and Finished** which are automatically updated depending on the deadline and changes defined by the project manager on the project.

🗄 🛃 Overview 🖪 Tasks 🎘 Miles	stones 💲 Costs 😧 Issues 🛕 Risks ≓ Char	ges 🛛 Time Use 🖿 Files 👯 Project settings		
OVERVIEW				
Dashboard	TASKS			
Basic data	Taday	Uncoming	Lata O	Finished
Project team	Today	Opcoming U	Late 8	Finished
Calendar	210/0			
Project locations	RISKS			
Project owner	Today 🕕	Upcoming 🕕	Late 🕕	Finished 🕕
Project target users				
Budget	ISSUES			
Demographic data	Today 🕕	Upcoming 🕕	Late 🔒	Finished
Documents		- -		•
Logframe	CHANGES			
Reorder activities				
	Today 🕕	Upcoming 🕕	Late 🕕	Finished 🕕
	MILESTONES			
	Today 🕕	Upcoming 🕕	Late 🕕	Finished 🕕

Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list or sort processes within the selected project**.

TASKS Late								
Name Type a name and Click enter to search task	Project	Assigned	Start	Due date	Finished	Progress	Pr.	
subtask	Test Project		7/2/2018	7/6/2018		505	o	Choose

4.2.Tasks

- 1. In order to create **new task** on project, click the item **tasks** and you see the list of project tasks which you can **sort**, **search and reorder the tasks**.
- 2. Click the button New task from the list of tasks to create the new task .

• 2	Overview	🖪 Tasks	🍽 Milestones	\$ Costs	Issues	🛕 Risks	≓ Changes	O Time Use	🖿 Files	📽 Project setting:	s							
TAS	SKLIST																	
															e	antt Vi	ew Ne	ew Task
Reor	rder	No.	Name		Description		Assigned			Start	Due date	Price	Currency	Finished	Progress	Pr.		
	B	1	Task Test		testdsss		Administrator,	Jelena Opačić		6/1/2018	6/15/2018	50,000.50	Dollar		100%	0	07	ŵ

3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.

c data	BASIC DATA					
	Name			Priority		
	Task Test			High	•	Milestone
	Subtask of			Total value		Currency
				0.00		Dollar
	Description					
	test					
	Start		Due date	Finished date		
	8/31/2018	Ē	8/31/2018			Finished
	0/01/2010					
	Duration (days)		Work fund (hours)	Progress till now		
	Duration (days)		Work fund (hours) 0.00	Progress till now 0 %		

Note : Upon finishing the assigned task, team member informs project manager via message (inform the user) and post a comment. After prepared information, project manager performs the control, select check box finished and enter the date in the box finished if the task was successfully finished. On the basis of this action the process will automatically move at user's dashboard on the list of finished tasks (Manual, My dashboard).

If Project manager wish to reactivate the task, it is necessary to deselect check box finished, delete the date in box solved, **change deadline** if it is expired, save the change and inform the team member by message (option notify users).

TASK: TASK TEST				
Basic data	BASIC DATA			
Team members	Name		Priority	
Resources	Task Test		High	✓ Milestone
Comments				
Documents	Subtask of		Total value	Currency
			50,000.50	Dollar •
Subactivities/Reordering	Description			
				&
	Start	Due date	Finished date	
	6/1/2018	6/15/2018	6/10/2018	Finished
	Duration (days)	Work fund (hours)	Progress till now	
	4	5.00	100 %	
	Notify Users			•
				Save

4. After you saved a **task**, within **basic data** you get an option **Notify Users**. **If you wish** to inform project team members, this option enables you to send e-mail from the form. Fill the form, select the team member and click the button **Save**.

Select All			
Administrator 🔽 Marko Marko	ović Ljubisa Vukovic		
Message			
test			

After you saved basic data for the task, you got the other task-related options on the left side.

5. Team members – Click the tab Team members. In the box Select team member choose the user (it is enough to enter just one letter to appear the user from the list). Click the button Add and assign the task to team member who is responsible for the realization. Assigned task will automatically appear on dashboard of user (paragraph 2.2.). The user receives automatically email with information about assigned task.

TASK: TASK DECEMBER				
Basic data	TASK ASSIGNED TO			
Team members	Choose team member			
Resources		Add		
Comments				
Documents	Avatar	Full name	Email	
Subactivities/Reordering				
our and the second	۵	Administrator	admin@nexsto.com	Delete

6. Resources

To define the resources used for realization of the actions, click the tab **resources**. Enter the title of the resource and choose the category. In case that you want inform other team members, fill the form **Notify Users**. Then click the button **Save**.

TASK: TASK DECEMBER						
Basic data	RESOURCES					
Feam members	Besource name	Resource type	Allocation	Description		
Resources	John Novicki	Choose	100.00 %			
Comments	Notify Users	Choose Material resources				
locuments		Human resource				
subactivities/ Reor defing						Save
	Resource name	Resource	type	Description	Allocation	
	No records to display.					

7. Comments

Option comments serves for discussion of project team members i.e. to post comments regarding the task progress. **Click** on option **comments.** Fill the form comments. Upload the document if you have it at your disposal. If you want to inform the other team members click on the **Notify Users.** After you filled the form click the button **Save.**

TASK: TASK DECEMBER	
Basic data	COMMENTS
Team members	Write a comment
Resources	ウ ・ (⁰ ・ 田・ 8) 8) B Z U E 吾 吾 目 注 注 課 課 Normal ・ Roboto, s・ 2 ・ A・ の・
Comments	test
Documents	
Subactivities/Reordering	
	e manel non
	Remove
	File info
	Select
	Notity Users
	Select All
	Administrator 🖌 Marko Marković 🔤 Ljubisa Vuković
	Message
	Save Cancel

Note :

• Each member of project team can delete just own comments .

Administrator 8/31/2018 9:34 AM test cpanel.png (D

8. Documents

The option Documents is aimed to **store the documents and files** relating to realization of specific task.

Click the button **Select.** Choose document- enter the description of document and click the button **Save.**

DOCUMENTS				
 urbanizam.pdf 				
Remove				
	Select			
Document description				
test				
Notify Lleare				
Trony Osers				•
				Save New
Document description	Document name	Date	Document owner	
test	TinyDeal - Orders Detail.pdf	8/31/2018 9:35:51 AM	Administrator	Delete
	DOCUMENTS	DOCUMENTS • urbanizam.pdf Remove Select Document description test Document name Image: Document description Document description test TirryDeal - Orders Detail.pdf	DOCUMENTS • urbanizam.pdf Remove	DOCUMENTS • ubanizam.pdf Remove

Note : Users who hold the project role Team member (3.6. Project team) can put the documents but they do not have the permission to delete the documents or to make changes. Those rights are predefined to project manager.

Documents				
Subactivities/Reordering	Notify Users			
	Document description	Document name	Date	Document owner
	test	EDU uslovi.docx	6/11/2018 11:03:20 AM	Administrator

9. Subtasks (reordering)

When a task consists of **subtasks** (1.1., 1.2, 1.3, 1.3.1) you can make the reordering using this option. Kendo Manager supports existing of up to **4 sublevels** in activity.

Image 1. Creating a subtasks

Image 2. List of tasks

asic data	BASIC DATA		
eam members	Name	Priority	
Resources	subtask	High	▼ Mileston
Comments			
)ocuments	Subtask of	Total value	Currency
	Task Test ×	0.00	Dollar
ubactivities/Reordering	Description		
	Description		

TASK: TASK TEST	
Basic data	SUB-ACTIVITIES * Drag tasks to reorder
Team members	
Resources	1 - subtask 2 - sub task 2
Comments	
Documents	
Subactivities/Reordering	Save

4.2.1. Gantt

Kendo Manager project management software supports both modes, Task List and work throw to Gantt chart.

1. Click the option Task-Gantt View

TASK LIST													
										Ga	antt Vie	ew Ne	ew Task
Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		•
	1	Task Test	testdsss	Administrator, Jelena Opačić	6/1/2018	6/15/2018	50,000.50			100 X	0	œ	Ē
	1.1	subtask	test		7/2/2018	7/6/2018	0.00			96%	0	Ø	ŵ

2. Click the option New Task

GANTT VIE	w										
										New Task	List View
🔄 Export to) PDF								Day	Week Mo	nth Year
Ordinal Number	Task	Start	End	Fri 6/01 - Sat 6/02	Sun 6/03 - Sat 6/09	Jun, 2018 Sun 6/10 - Sat 6	i/16 Sun 6/17 - Sat 6	6/23 Sun 6/24 - Sat 6/30	Sun	7/01 - Sat 7/07	
1	▼ Task Test	01/06/18	15/06/1				Ljubo sofa				
1.1	sub task 2	05/07/18	11/07/1							sub ta	sk 2
1.2	subtask	02/07/18	06/07/1						subtask		
2	Milestone	13/06/18	13/06/1			ML	.aptop pc				

3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.

learn members	Resources	Comments	Documents	Sub-activitie	s	
			Priority			
			High	•	Milestone	
			* -*-1		-	
			lotal value		Currency	
			50,000.50		Dollar	
				Priority High Total value 50,000.50	Priority Image: Strategy of the s	Priority High Total value Currency 50,000.50

4. If you want to edit an existing task, click on Ordinal Number

GANTT VIEW	1														
														New Task	List View
Export to P	PDF			_									Day	Week Month	Year
Ordinal							Jun, 2	2018							
Number	Task	Start	End	Fri 6/01 - Sat 6	6/02 \$	Sun 6/03 - Sat 6/09	9 Sun 6/	'10 - Sat 6/16	6 Su	n 6/17 - Sat 6/2	3 Sun 6/24 - Sat 6/3	0	Sun 7/0	1 - Sat 7/07	
1	▼ Task Test	01/06/18	15/06/1	-					Ljubo	sofa					4
1.1	sub task 2	05/07/18	11/07/1											sub task :	2

4.3 Milestones

Milestones in project are the events (tasks) of great importance for project.

1. Select project and click the option Milestones- New Milestones

KENDO manager) r	Dojo	Project	🛃 Reports	🖂 Mess	ages ѹ				Search			P	Chosen p Test pro	roject oject	(b) /	Administra
🗠 Overview	🖪 Tasks	🍽 Milest	ones 💲 Cost	s 😧 Issues	🛕 Risks	≓ Changes	🛛 Time Use	🖿 Files	📽 Project settings								
AILESTONES																	
														Gantt	View	New Mi	lestone
eorder	No.	Name		Des	scription		Assigned		Start	Due date	Price	Currency	Finished	Progress	Pr.		
E	2	Milest	one	test			Administrator		6/13/2018	6/13/2018	100.00	Dollar		E	0	æ	Ö
	Coverview IILESTONES eorder	YENDO Manager Z Overview C Tasks IILESTONES Band Second	HENDO □ Dojo Manager □ Dojo ✓ Overview Tasks ■ Milest IILESTONES ■ ■ eorder No. Name ■ □ □ ■ □ □ ■ □ □ ■ □ □ ■ □ □ ■ □ □ ■ □ □ ■ □ □	HENDO □Dojo Project Manager □Dojo Project Imager Imager Milestones \$ Cost INLESTONES Imager Imager Imager Imager eorder No. Name Imager Imager Imager Imager Im	Imanagen Dojo Project Reports Imanagen Tasks Milestones Costs Issues ILLESTONES eorder No. Name Descent Imanagen 2 Milestone test	Imanager Dojo Project Imanager Imanager Imanager Dojo Project Imanager Imanager Imanager Imanager Imanager Imanager Imanager Imanager Imanager <tdi< td=""><td>Ymanager Dojo Project ∠ Reports Z Messages is ∠ Overview Tasks Milestones \$ Costs Issues ▲ Risks ⊐ Changes ILESTONES Image: Second secon</td><td>Ymanager Dojo Project ∠ Reports ™ Messages () ∠ Overview Tasks Milestones \$ Costs Issues ▲ Risks ⇒ Changes O Time Use ILESTONES eorder No. Name Description Assigned Image: Part of the second s</td><td>Ymana yep Dojo Project ∠ Reports Z Messages ∠ Overview Tasks Milestones \$ Costs Issues A Risks Z Changes O Time Use ► Files ILLESTONES eorder No. Name Description Assigned Image: Solution of the second s</td><td>Image Dopo Project Ize Reports Image Image</td><td>Search Search Start Description Assigned Start Due date Start Due date Start <!--</td--><td>Search Search Search <td>Search Search Search <td>Search Search Description Assigned Start Due date Price<td>Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr</td><td>Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<></td></td></td></td></td></tdi<>	Ymanager Dojo Project ∠ Reports Z Messages is ∠ Overview Tasks Milestones \$ Costs Issues ▲ Risks ⊐ Changes ILESTONES Image: Second secon	Ymanager Dojo Project ∠ Reports ™ Messages () ∠ Overview Tasks Milestones \$ Costs Issues ▲ Risks ⇒ Changes O Time Use ILESTONES eorder No. Name Description Assigned Image: Part of the second s	Ymana yep Dojo Project ∠ Reports Z Messages ∠ Overview Tasks Milestones \$ Costs Issues A Risks Z Changes O Time Use ► Files ILLESTONES eorder No. Name Description Assigned Image: Solution of the second s	Image Dopo Project Ize Reports Image Image	Search Start Description Assigned Start Due date Start Due date Start </td <td>Search Search Search <td>Search Search Search <td>Search Search Description Assigned Start Due date Price<td>Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr</td><td>Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<></td></td></td></td>	Search Search <td>Search Search Search <td>Search Search Description Assigned Start Due date Price<td>Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr</td><td>Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<></td></td></td>	Search Search <td>Search Search Description Assigned Start Due date Price<td>Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr</td><td>Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<></td></td>	Search Search Description Assigned Start Due date Price <td>Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr</td> <td>Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<></td>	Search Search Chobsenp Test project Image Project Reports Messages Test project Image Project Reports Messages Test project Image Project Reports Risks Test project Image Project Risks Risks Test project Image Project Risks Test project Image Project Risks Test project Image Project Test project Test pr	Image Image <th< td=""><td>Image Image <th< td=""></th<></td></th<>	Image Image <th< td=""></th<>

2. Fill the form and select check box Milestone to give the status Milestone to the task.

Click the button Save .

SK: MILESTONE							
icdata	BASIC DATA						
m members	Name			Priority			
ources	Milestone			High	-	✓ Milestone	
nments					L		J
uments	Subtask of			Total value		Currency	
activition (Beardoring				100.000		Dollar	
ictivities/Reordening	Description						
	Stat	Duodata		Einishei data			
	Start 6/13/2018	Due date 6/13/2018	Ē	Finished date	Ē	Finished	
	Start 6/13/2018	Due date 6/13/2018	Ē	Finished date	Ē	Finished	
	Start 6/13/2018 Duration (days)	Due date 6/13/2018 Work fund (hours)	Ē	Finished date	Ē	Finished	
	Start 6/13/2018 Duration (days) 1	Due date 6/13/2018 Work fund (hours) 0.00	Ē	Finished date Progress till now 10 %	Ē	Finished	
	Start 6/13/2018 Duration (days) 1 Notify Users	Due date 6/13/2018 Work fund (hours) 0.00	Ø	Finished date Progress till now 10 %	P	Finished	
	Start 6/13/2018 Duration (days) 1 Notify Users	Due date 6/13/2018 Work fund (hours) 0.00	Ø	Finished date Progress till now 10 %	Ē	Finished	

3. Marked task will be shown on the list Milestones .

MILESTONES													
										Gantt V	/iew	New Mile	estone
Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		
	2	Milestone	test	Administrator	6/13/2018	6/13/2018	100.00	Dollar		10×	o	Ø	Ē

4. In the tab **Team members** assign the **Milestone** to member who is responsible for realization.

SK: MILESTONE				
sic data	TASK ASSIGNED TO			
im members	Choose team member			
ources	Choose realification	Add		
mments				
uments	Avatar	Full name	Email	
activities/Reordering				
dott intrast inter or an ing		Administrator	admin@poveta.com	Delete

Note :

Usage of other options (Resources, Comments, Documents, Subtasks) in the task defined as **Milestone**, is the same as in ordinary task.

4.4 Costs

The option Costs serves to record the costs during the implementation of project.

1. Click on Costs in menu project options-New cost

Ŧ 🗠 Overview 🖪 Tasks 🍽 M	ilestones 💲 Costs 😗 I	ssues 🔺 Risks	≓ Changes	 Time Use 	🖿 Files 🛛 📽	Project settings						
PROJECT: 1 - TEST PROJECT									Ce	ated:6/1/2018 Creat	led by: Administrator	Number of people:
5 H I												
Dashboard	COSTS											
Basic data												
Project team	New Cost Alter	native costs							Expo	t PDF Expo	ort Excel	Export Word
Calendar		Discount				1 loo ba	Drive and	A	Tevi			
Project locations	Name	cost	Task	Туре	Unit	number	unit	tax	Amount	Total		
Project owner												
Project target users	pnairani trošak avgust	Yes	Task Test	Consultants	kom	5.00	1000.00 (\$)	5000.00 (\$)	10.00 (\$)	5010.00 (\$)	Delete	Choose
Budget				Democrat						(*)		
Demographic data	Bager	Yes	Task Test	expenses	kom	5.00	100.00 (\$)	500.00 (\$)	10.00 (\$)	510.00 (\$)	Delete	Choose
Documents	Motika	No	Milestone	Equipment	kom	2.00	456.00 (\$)	912.00 (\$)	10.00 (\$)	922.00 (\$)	Delete	Choose
Logframe	Sofija put	Yes	Task Test	Equipment	kom	4.00	100.00 (\$)	400.00 (\$)	10.00 (\$)	410.00 (\$)	Delete	Choose
Reorder activities								6812.00 (\$)	40.00 (\$)	6852.00 (\$)		

2. Fill the form **Costs** and click the button **Save**.

If project requires **expressing of the costs in other currency**, select **Cost in other currency** on the form Costs to fill the **auxiliary form**.

Cost	Alternative cost				
Name				Date	
Laptop decembar			Planned cost	12/19/2018	Ĩ
Choosetask		Price per unit		Units number	
task december	•	200.00		2.00	
Tax Amount		Amount without tax		Unit	
0.00		400.00		kom	
Amount					
400.00					
Туре		Description			
Equipment	•	test123			

- 3. Select **Currency** on the form to get automatically converted amount in selected currency
- 4. Click the button Save
- 5. If you wish to view the converted values click the option Alternative costs

COSTS	COSTS										
New Cost Alternative costs Export PDF Export Excel Export Word											
Name	Planned cost	Task	Туре	Unit	Units number	Price per unit	Amount without tax	Tax Amount	Total		
Laptop decembar	No	task december	Equipment	kom	2.00	200.00 (\$)	400.00 (\$)	0.00 (\$)	400.00 (\$)	Delete	Choose
auto	No	task december	Personnel expenses		2.00	1.00 (\$)	2.00 (\$)	10.00 (\$)	12.00 (\$)	Delete	Choose
miš	Yes	task december	Personnel expenses	kom	2.00	1.00 (\$)	2.00 (\$)	0.00 (\$)	2.00 (\$)	Delete	Choose
							404.00 (\$)	10.00 (\$)	414.00 (\$)		

Note :

Exchange rates comparing to main currency in application can be inserted using **Admin profil** (Administration-Codebooks –Currencies). Exchange rate value can be changed depending on need.

HENDO Dojo	🖹 Project 🛛 🗠 Re	eports 🖂 Messages 🧓		Search		2	Chosen proj Test proje	ect: ct	Administr			
🗠 Overview 🖪 Tasks 🍽 Mil	estones 💲 Costs 🧿	Issues 🛕 Risks ≓ Changes ⊘ Tir	ne Use 🕒 Files 🕤	🗱 Project settings		-		🖪 Proje	ects			
						📥 Users		🕹 Adm	nistration			
						Roles and p	ermissions	🏴 Lang	juage			
						🖽 Codé tables		√ ^P Loga	iut			
Project priority						 Password cf 	lange					
Previous et et et et et	CURRENCIES					1 Upload licer	ce file					
riojau status									Language			
Project category				Englis	h		٣					
Institution/Organization	Id		Code		Name							
Currencies	0											
Cost type	Rate		Symbol	ymbol Alternative code								
Resource type												
Institution type												
Project locations								Save	New			
Project in accordance with	ld Code	Name	Symbol	Alternative code	Rate	Default						
Project owner	1 KM	Convertible Mark The default	KM currency of the	BAM	1.000	No	Edit	Default	Delete			
Project target users	2 EUR	application Euro	εA	EUR	0.510	No	Edit	Default	Delete			
	3 USD	Dollar	\$	USD	1.000	Yes	Edit		Delete			
	4 GBP	British Pound	£	GBP	0.420	No	Edit	Default	Delete			

4.5 Issues

Otion Issues serves to register the issues, assignig to project team members to solve them and to create the connection with certain project task.

1. Select project – Click at Issues – New issue to receive the form for creating an issue

🕂 🗠 Overview 🖪 Tasks 🃁 Mil	estones 💲 Costs 📀 Issues	🗚 Risks ≓ Changes 🧿 Time	eUse 🖿 Files 🗱 Project s	ettings			
PROJECT: 1 - TEST PROJECT						Created: 6/1/2019 Create	d by: Administrator Number of people: 3
Deebhaard							
Dashboard	ISSUES						
Basic data	New Issue					Export PDF Expo	rt Excel Export Word
Project team	Name	Assigned	Reported by	Tasks	Finished		
Calendar							
Project locations		A desistates to be a	li de e	Table Table		Daluta	Ohanna
Project owner	issue test	Administrator, Ljubo	ijubo	lask lest		Delete	Choose
Project target users	Issue coment	Administrator	ljubo	Task Test		Delete	Choose

2. Fill the form and click the button **Save**. When you create an issue, you will get other options in menu on the left.

Issue	ISSUE						
	Name The Cost higher than planned Description test				Reported By JPon Fielded		
	Reported date 8/31/2018 Influence High	•	Due date 9/1/2018 Priority High	•	Resolved		
							Save New

3. Click the tab Team members. Select the user in the box Select team member (just enter one letter and the user from the list will appear). Click the button Add and assign the issue to project team member responsible for issue solving. Assigned issue will automatically appear on dashboard of the user (paragraph 2.2.). The user automatically receives e-mail with information about the assigned issue.

PROJECT: THE COST HIGHER THAN PLANNED								
Issue	ISSUE ASSIGNED TO							
Team members	Choose team member							
Tasks	ad	Add						
Comments	Administrator	Full name	Email					

4. When the issue is connected to specific task , click the **option Tasks** and **add task** .

PROJECT: THE COST HIGHER THAN PLANNED								
Issue	ISSUE TASKS							
Team members	Choose task							
Tasks	a	Add						
Comments	Task Test							
	ljubo test task							
	sub task 2							
	test gant							

5. The option **Comments** serves for discussion between **Project manager and project team member** who is responsible for solving of an issue. Also, and other project **team members** can post the **comments.** Posted comment can be deleted just by person who posted it.

PROJECT: THE COST HIGHER TI	HAN PLANNED	Created:	Created by:	Number of people:
Issue	COMMENTS			
Team members	Write a comment			
Tasks	り・C・ 田・ 88 88 B / U 臣 臣 王 臣 注 注 序 谅 Normal ・ serif ・ Size ・ A・ の・			
Comments				
	Palaet			
	Scieu			
	Notify Users			*

Note:

When assigned issue is finished, team member post a comment and inform project manager via message (inform the user). Then project manager carries out the control, select check box finished and enter the date in box finished if the Issue is successfully finished. On the basis of this action, the process on dashboard will automatically move on list Issue Finished (Manual, Art.2.My Dashboard).

-NOSECI. I - TEST PRO	JJEGT			
ssue	ISSUE			
Feam members	Name		Reported By	
asks	Issue test		ljubo	Finished
omments				
	Description			
	test			
	Reported date	Due date	Resolved	
	6/5/2018	6/15/2018	6/15/2018	

If Project manager wants to reactivate the Issue, it is necessary to deselect check box finished, delete the date in the box solved, change the deadline if it is expired, save the change and inform the team member by message (option Inform the user).

4.6 Risks

The option **Risks** allows us the opportunity to register project risks, to define time frame, influence to project as well as the possibility to happen.

1. Choose Project – Click the Risks-New Risk to receive the form for creating of risk.

PROJECT: 1 - TEST PROJECT					Created: 6/1/2618 Created I	ry: Administrator Number of people: 4	
Dashboard	BIOKO						
Basic data	hisks						
Project team	New Risk	New Risk					
Calendar	Name	Assigned	Tasks	Finished			
Project locations							
Project owner	Risk Test	Administrator, Ljubo, Jelena Opačić	Task Test		Delete	Choose	
Project target users	Risk test comment	Administrator	Task Test		Delete	Choose	
Budget							

2. Fill the form and click the button Save. After you create Risk you can get other options in the left menu.

PROJECT: 1 - TEST PROJECT				Created: 6/1/2018 Created by: Administrator Number of people: 4
Risk	RISK			
	Name		Reported By	
	Risk Test		ljubo	Finished
	Description			
	Test			
	Reported date	Due date	Resolved	
	8/31/2018	9/3/2018		
	Influence	Probability		
	High influence v	High •		
		Select		
		Seleti		
				Save New

3. Klick on tab **Team members** . In the field **Select team member** choose the user (just enter one letter and the user from the list will appear) **Click** the button **Add** and deliver **risk** to project team member who has to solve it . **Assigned risk** is automatically appeared on **dashboard of the user** (**paragraph 2.2**). The user automatically receives **e-mail** with notification on **assigned risk**.

RISK: RISK TEST				Created: Created by:	Number of people:
Risk	RISK ASSIGNED				
Team members	Choose team member				
Tasks		Add			
Comments					
	Avatar	Full name	Email		
	(b)	Administrator	admin@nexsto.com	Delete	

4. If the Risk is connected to certain task , click on option Tasks and add Task.

RISK: RISK TEST		Created:	Created by:	Number of people:
Risk	RISK TASKS			
Team members	Choose task			
Tasks	al Add			
Comments	Task Test		Delete	

 The option Comments serves to discussion between Project Managera and Project team member who is responsible for solving of the Risk . Also, the comments can be posted by other team members. . Posted comment can be deleted only by a person who posted a comment.

RISK: RISK TEST		Created: Create	d by: Number of people:
Risk	COMMENTS		
Team members	Write a comment		
Tasks	・ C・ 田・ C。 C. 田・ C。 C. B / U E E E E E E E E 座 I Normal ・ Strze ・ A・の・		
Comments			
	Select		
	Notify Users		•
		S	ave Cancel

Note:

When assigned risk is solved. Team member post a comment and inform Project manager via message (Notify Users). Then, upon receiving the information project manager carries out the control, select check box finished and enters date in the field solved if the risk was successfully finished. Based on his action, the process on dashboard will automatically move to the list Risk Finished (Manual, Art. 2.My Dashboard).

Risk	RISK				
Team members	Name		Reported By		
Tasks	Risk Test		ljubo	✓ Finished	
Comments	Description				
	test				
	Reported date	Due date	Resolved		<i>h</i>
	6/1/2018	6/5/2018	7/7/2018		
	Influence	Probability			
	High influence	▼ High	v		
		Relact			
		Select			
	Notify Users				•

When Project manager wants to reactivate the Risk you have to deselect check box finished, to delete the date in the field solved, to change the deadline if it is expired, to save the change and inform team member via message (option Notify Users).

4.7 Changes

Managing changes in project or Change management aims to continually creating of positive changes in project. Managing changes is the part of assignments performed by **Project manager.**

You can register the changes using the option Changes, to deliver the changes to team members and to define time frame for their solving.

1. Choose **Project** –Click on **Changes** – **New Change** to receive the form for **creating of Change**.

PROJECT: 1 - TEST PROJECT						Created : 6/1/2018 Created by: A	lministrator Number of people:3
Dashboard	CHANGES						
Basic data							
Project team	New Change				L	Export PDF Export E	cel Export Word
Calendar	Name	Assigned	Reported by	Tasks	Finished		
Project locations							
Project owner	change test	Administrator, Ljubo	ljubo	Task Test		Delete	Choose
Project target users	Change test comment	Administrator	ljubo	Task Test		Delete	Choose

2. Fill the form and click the button Save. After you created Change, you will get and other options in the left menu.

PROJECT: 1 - TEST PROJECT					Created:6/1/2018	Created by: Administrator	Number of people: 4
Change	CHANGE						
	Name			Reported By	Finished		
	Description						
							,
	Reported date	Due date	Ē	Resolved			
	Influence Choose	Priority Choose	v				
						S	ave New

3. Click on tab **Team members**. In the field **Select team member** choose the user (just one letter to insert and the list with user is appeared). **Click** the button **Add** and assign **Change** to team member who has to solve it . **Assigned change** is automatically appeared **on dashboard of the user (paragraph 2.2)**. The user automatically receives an **e-mail** with notification on **assigned change**.

CHANGE: CHANGE TEST				
Change	CHANGE ASSIGNED	0 TO		
Team members	Choose team member			
Tasks	Shoose team memour	Add		
Comments	Avatar	Full name	Email	
	b	Administrator	admin@nexsto.com	

4. If the Change is connected to certain task, click the option Tasks and add task.

ANGE: CHANGE TEST	ſ
inge	COMMENTS
n members	Weite a comment
s	Minte comment
nments	
nunta	
	Select
	Notify Users
	Save

 The option Comments serves to discussion between Project Managera and Project team member who is responsible for realisation of the Change . Also, the comments can be posted by other team members.
 Posted comment can be deleted only by a person who posted a comment.

Note:

The assigned change is solved. Team member post a comment and informs project manager via message(Notify Users). After receiving the information, project manager carries out the control, select check box finished and enter the date in the field solved if the Change was successfully finished. . Based on his action, the process on dashboard will automaticallymove to the list Changes Finished (Manual, My Dashboard).

PROJECT: 1 - TEST PRO	JECT			Created: 6/1/2018 Created by Administrator
Change	CHANGE			
Team members	Name		Reported By	
Tasks	change test		ljubo	✓ Finished
Comments				
	Description			
	test			
	Reported date	Due date	Resolved	
	6/10/2018	6/14/2018	6/10/2018	
	Influence	Priority		

If Project manager wants to reactivate the change , you have to deselect check box finished, to delete the date in the field solved , to change the deadline if it is expired, to save the change and inform the team member via message (option Inform the user).

4.8 Time used

The option Used time helps to register used time in project.

1. Select Project – Click on Time Use – New time use to get the form for creation of Used time

TIME								
New Time Use]		NON PAID TIME: 60.	D0 \$ - PAYABLE TIME: 0.0	0 \$ - TOTAL: 60.00 \$	Ехр	ort PDF Export Excel	Export Word
Task	User	Date	Description	Spent time	Chargeable	Price		
Task Test	Administrator	6/10/2018	testt	10h 3min	No	10.00	Delete	Choose
Task Test	Ljubo	6/11/2018	test	10h 1min	No	10.00	Delete	Choose

2. Fill the form and click the button Save.

PROJECT: 1 - TEST PROJE	ст			Created: 6/1/2010 Created by: Administrator Number of people: 4
Dashboard	TIMEUSE			
Basic data		0		
Project team	Administrator	Task Test ×		Chargeable
Calendar				
Project locations	Hours	Minutes	Price	Date
Project owner	10	3	10.00	6/10/2018
Project target users	Description			
Budget	teatt			
Demographic data				
Documents				
Logframe				Save New

Note :

• At registering of time used in the field **Price** enter the total **Value of Used time** expressed in the currency (example: project team member- David Wolf spent 10h in total value of 10(\$) for the task Project preparation. Used time is payable service in project)

Used time in project is registered by Project manager.

Image 1. List of Time used in project

ÎME								
New Time Use			NON PAID TIME: 60.	00 \$ - PAYABLE TIME: 0.00 \$	- TOTAL: 50.00 \$	Export I	PDF Export Excel	Export Word
Task	User	Date	Description	Spent time	Chargeable	Price		
Task Test	Administrator	6/10/2018	testt	10h 3min	No	10.00	Delete	Choose
Task Test	Ljubo	6/11/2018	test	10h 1min	No	10.00	Delete	Choose

4.9 Files

The option Files represents the list of all documents and files uploaded on project through the project options.

The list can be searched.

1. Select **Project** –Click on **Files** to view the list with files and project documents.

÷	🗠 Overview	🖪 Tasks	🍽 Milestones	\$ Costs	Issues	A Risks	≓ Changes	🕑 Time Use	🖿 Files	🗱 Project settings	
_											
	FILES										
	Document desc	ription			Document	name				Date	Document owner
	test						3D FILE.	3DM		8/28/2018 6:39:54 PM	Administrator
	test					т	inyDeal - Order	rs Detail.pdf		8/31/2018 9:47:03 AM	Administrator
	test						EDU uslov	i.docx		6/11/2018 11:03:20 AM	Administrator

4.10. Project settings

In case that you do not need certain options from **project menu on the left side**, click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.

			Created: 6/1/2018	Created by: Administrator Number of people: 4
Calendar visible	Locations visible	 Project owner visible 	Project users visible	 Project budget visible
✓ Documents visible	Log matrix visible	Reorder activities visible		
				5
	Calendar visible Cocuments visible	Calendar visible Locations visible Documents visible Log matrix visible	Calendar visible Locations visible Project owner visible Documents visible Log matrix visible Reorder activities visible	Calendar visible Locations visible Project owner visible Project users visible Documents visible Log matrix visible Reorder activities visible

5. Shortcuts in Kendo manager

• Creating of new process in selected project— After you selected the project, in the menu project options click on + to open quick menu with options for fast creating of new processes in project.

Ð	🛃 Overview	🖪 Tasks	s 🏴 Mi	lestones	\$ Costs	Issues	🛕 Risks	⇔ 🔁 Changes	O Time Use	🗅 Files	📽 Project settings	:
e 1	New Task											
e 1	New Issue			≜ R	ISKS			O ISSUES			\rightleftharpoons Changes	
Ð 1	New Risk		0	Toda	у		0	Today		0	Today	0
e 1	New Change		0	Soor	ı		0	Soon		0	Soon	0
•	New Time Use		8	Dead	lline exp.		0	Deadline exp.		3	Deadline exp.	2
F	Finished		0	Finis	hed		5	Finished		0	Finished	0

• My dashboard – When you wish to return quickly on your dashboard from any part of the application click the logo of Kendo maager in the upper left corner.



• Dashboard of the project (control table of the project) – If you want to return quickly to dashboard of selected project click on the project title in the upper right corner.

	Search	Q	Chosen project: Test Project	Administrator
🧿 Time Use 🖿 Files 🛛 🗱 Pro	pject settings			

6. Kendo manager basic options



When you login on the application using user data in top menu you get the options as follows:

- Dojo
- Project
- Reports
- Messages

6.1. Dojo – multi-project dashboard

With the new Kendo Manager Dojo, you can easily manage multiple projects simultaneously in an easy way.

Dojo is intended for the company director or project manager who manages multiple projects at the same time.

Dojo simple dashboard control panel allows monitoring of all active projects and all active project processes. On Dojo Dashboard you can find the following overviews that are important for your projects: project activities, problems and changes in the project, risks, key events, total costs and total time spent for the realization of your company's projects.

All Lists (**Today, Upcoming, Late and Finished**) on the Dojo Dashboard are automatically updated. Dojo shows all active projects and all active project processes. If a particular process (activity, problem, cost, etc.) is deleted on the project, it is no longer shown on the lists. If the project is deleted or archived, all project processes associated with it are no longer shown on the control panel.

Kendo Manager Dojo option is a simple and convenient method for tracking all active projects and project activities in real time.

	Tasks 🛛 📜 Mile											
JO - ACTIVE PRO	OJECTS											
TASKS		A RISKS		O ISSUES				ILESTONE	s			
ay	0	Today	0	Today	0	Today	0 Toda	ıУ				
uming	0	Upcoming	0	Upcoming	0	Upcoming	0 Upc	ming				
	0	Late	3	Late	0	Late	3 Late					
ned	0	Finished	6	Finished	0	Finished	1 Finis	hed				
DSTS OVERVIE	W					I COSTS BY TYPE	E					
0 100	1000 200	000 30000	ISD 40000	50000 60000	70000							
	200	30000	40000				17	22				
4834US	ISD						11	32				
						- Personnel expense	s				-	- 2674
						 Overhead costs 						
						 Consultants Montings and event 						
d - 1552USD						 Consultants Meetings and event Promotion costs Equipment 	s					
1552USD						Consultants Meetings and event Promotion costs Equipment	s 700					
d - 1552USD						Consultants Consultants Promotion costs Equipment	s 700					
d • 1552USD -					68000US	Consultants Meetings and event Promotion costs Equipment	s 700	380				
d - 1552USD					68000US	Consultants Meetings and event Promotion costs Equipment	s 700	380 /	0		- 300	
1552USD					68000US	Consultants Meetings and event Promotion costs Equipment	s 700	380 /	0		- 300	
d - 1552USD					68000US	Consultants Meelings and event Promotion costs Equipment	s 700	380 /	0		- 300	
4 1552USD	JNPAID TIME			PAYABLE TIME	66000US	Consultants Meetings and event Promotion costs Equipment	S 700 TOTAL	380 /	0		2 300 TOTAL TIMI	
ME	JNPAID TIME 224.00 \$			PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment	\$ 700 234.00 \$	380 / 60	0		- 300 TOTAL TIME 96 Hour 96 Hour	
ME	UNPAID TIME 224.00 \$			PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment	s 700 201 201 234.00 \$	380 / 60	•		- 300 TOTAL TIMI 96 Hour 59 Minut	s es
ME U 2 sks All Risks	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment	s 700 101AL 234.00 \$	380 / 60	0		- 300 TOTAL TIMI 96 HOUT 59 Minut	s es
ME U 2 All Risks	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment Project	s 700 TOTAL 234.00 \$	380 J 60	Due date	Pr.	TOTAL TIMI 96 Hour 59 Minut Finished	S es Progress
ME SKS All Risks	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment Project Project	s 700 234.00 \$ Assigned	380 J 60	Due date	Pr.	300 TOTAL TIMR 96 Hour 59 Minut Finished	S es Progress
ME	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment Project Test project	s 700 2012 234.00 \$ Assigned Assigned Administrator, Jelena Opačić	380 60	0 Due date 6/15/2018	Pr.	- 300 TOTAL TIMM 96 Hour 59 Minut Finished	S SeS Progress
ME U Siks All Risks risk est est task	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	68000US	Consultants Meetings and event Promotion costs Equipment Project Test project Test project	s 700	380 J 60 Start 6/1/2018 7/1/2018	Due date	Pr	300 TOTAL TIMM 96 Hour 59 Minut Finished	Sies Progress
ME U All Risks All Risks Fest task sk	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$	66000US	Consultants Meetings and event Promotion costs Equipment Project Test project Test project Test project	s 700	380 60 50 51 51 67 172018 77 172/2018	Due date	Pr	300 TOTAL TIMI 96 Hour 59 Minut Finished	Ses Progress
All Risks Rest task sk 2	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$		Consultants Meetings and event Promotion costs Equipment Project Test project	s 700	Start 6/1/2018 7/1/2018 7/5/2018	Due date	Pr.	300 TOTAL TIM 96 Hour 59 Minut Finished	Ses Progress
d - 1552USD t - 223	JNPAID TIME 224.00 \$ s All Issues	All Changes All	Milestons	PAYABLE TIME 10.00 \$		Consultants Meetings and event Promotion costs Equipment Project Test proje	s 700	Start 6/1/2018 7/1/2018 7/5/2018 7/5/2018	Due date 6/15/2018 7/11/2018 7/11/2018 7/11/2018 7/19/2018	Pr	300 TOTAL TIMI 96 Hours 59 Minut Finished	Sees V V V V V V V V V V V V V

6.2. Project menu – if you wish to create New project or to view List of projects click on menu Project

4	HEND®	🗇 Dojo	🖹 Project	🛃 Reports	🖂 Mess	ages 29				Search	
Ð	🛃 Overview 🛛 🖪 Ta:	sks 🍽 Mile:	🕂 New Projec	t	🔺 Risks	≓ Changes	🕑 Time Use	🗅 Files	📽 Project settings		
			🔳 Projects								
	E TASKS		A RISKS			O ISSUES					🗖 МУ М

• Click on **Project – Projects** to get the **list of projects.** List of projects can be searched per columns or sorted if you click the title of the column. If you wish to see **the content of specific project** click the option **Select.**

PROJECT SEARCH								
New Project								
Name	Project number	Start	End	Status	Priority	Archived		
Test project	1	6/1/2018	9/1/2018	Open	High	No	Deactivate	Choose
Privatni projekat	2	6/6/2018	9/6/2018	Open	High	No	Deactivate	Choose

6.3.Reports

Kendo Manager posses a variety of different reports .

#END®	口Dojo 目 Project	🛃 Reports	🖂 Message	23 🚳	
🖶 🗠 Overview 🖪 Tasks	🍽 Milestones 💲 C	os 🖪 Projects ov	erview :	🛨 Changes 🛛 Time Use 🛛	🖿 Files 🛛 📽 Project setti
PROJECT SEARCH		The total nu projects and th value	umber of ne average		
New Project		🕒 Charts		Le Overview of project	
		🖶 Projects pla	in		
Name	Project numb	er \$ Costs overv	/iew	financing activities	Status
		O Time		🗠 Overview of funding by	
Test project	1	6/1	/2018	source	Open
Privatni projekat	2	6/6	6/2018	📥 Funds by project target users	Open
Marko project	34	6/3	30/2018	Number of projects per year and the amount	Open
Project overview test	5	10,	/1/2018	Handber of projects for the period	Open
test australian	9	7/9	9/2018	🗠 Number of projects per strategic documents	Open
project december	1	12	/1/2018	🗠 Costs overview	Open

Basic reports in Kendo Manager:

• **Project overview** – offers us the possibility to create the list of projects. Report contains different options that enable generating of list of projects sccording to the requirements. Report can be printed or exported in different formats (word,excel,pdf..).

•	Projects overview	CSV (comma Excel 97-200 Excel Worksh PowerPoint I TIFF file	i delimited) 3 heet Presentation				8/31/2018		
Gode	Category	Web Archive Word Docum	ent Project manage	er Team mea	mbers Start date	End date	Value		
Code	Category	Status	Project manag	er Team mea	mbers Start date	End date	Value		
	Economic projects					1			
2	Privatni projekat	Open	Adm	nistrator	Ljubo 6/6/2	18 9/6/2010	50000.000 (\$)		

• **Project Plan** – is flexible report which you can customize to your requirements. **Choose project** and select the options you wish to be shown within the report. Click on Generate Report. Report can be printed or exported in different formats(word,excell,pdf...).

roject:	Test project		Budget:	🖲 True 🔍 False	
asks:	True False		Comments:	True False	
:OSTS:	True False		Resources:	True U False	
niestories.	True Oralse		Rieke:	True O False	
emographic data:	True False			⊕ True ⊖ Paise	
Pro	oject plan			8/31/2018	
Basic data					
Name:	Test project	Project number: 1			
Status:	Open	Project owner:			
Category: Budget:	Social projects 5000.000 \$	Project users:			
Project manager:	Administrator 6/1/2018	Project location:			
Project start:	- W 122M W				

 Costs overview – represents detailed overview of the costs in selected project. Report on costs is flexible report. If you want to see selected data on costs in selected project, only mark the option you need.

st type: ernative cost: te from:	<choose> O True O False 🗹 A</choose>	II II II II II II			Project: Planned o Date to:	Cost: O	: project Frue 🔍 False	▼ All) All
0 < <	1 from 1	> > Choose exp	ort format 🔹 Expo	t 😘 🏨	8 6				
Pr Te	oject costs est project								8/31/2018
Activity	Date	Budget line	Description	Meas. unit	No. of units	Price by unit	Price	Тах	Amount
		Consultants							
Task Test	8/3/2018	pnairani trošak avgust	test	kom	5.00	34.000 (\$)	170.000 (\$)	10.000 (\$)	180.000 (\$)
Tetel		·				34 (\$1	170 (\$)	10 (\$)	180 (\$)

Note :

If you want to see the the graphic representation of the costs click on Reports - Charts - Costs overview

Cost type: Alternative cost:	<choose> ▼ ♥ All ○ True ○ False ♥ A</choose>	11			Project: Planned cos	Test project ▼ ○ True ○ False ✔ All	
) © (<	< 1 from 1	> >	Choose export format	 Export 🤤 🧧) 8 6		
	Project costs						8/31/2018
1400							
1200							
1000							
800							
600							
400							
200							
0	Consultants	Equipment	Meetings and events Ov	erhead costs Personne	lexpenses Pro	motion costs	

• **Overview of the time used on project** – Click the **Reports – time**. Choose the project and click the button generate in order to create the report on time used.

ject: te from	Test project	▼ ■ ■ ■				User Date	to:	iose> ▼	IIA 🗹
able tir	me: O True O False	▲ All							
Ð	K < 1 fro	m 1 > > Choo	e export format	 Export 	t 😘 🕼		ø		
2	Time spent o	n the project						8/31/2018	3
M	Anthony	Nama	Comment	Dete		Maria	Charmable	Deles	C
NO.	Activity	Name	Comment	Date	nours	minutes	Chargable	Price	Currency
1	Task Test	Administrator	testt	6/10/2018	10	3	No	10.000	USD
2	Task Test	Ljubo	test	6/11/2018	10	1	No	10.000	USD
3	Milestone	Ljubo	test	9/28/2018	14	0	No	10.000	USD
4	Task Test	Administrator	test	7/10/2018	12	45	No	10.000	USD
5	Task Test		toot	7/17/2018	1	23	No	10.000	USD
		Administrator	lesi	11112010					
6	Task Test	Administrator Administrator	test	7/25/2018	10	20	No	10.000	USD

6.4. Messages

Kendo Manager owns integrated flexible information system for communication of project team members.

	KEND Manage	ן ידי	🗋 Dojo 📄 I	Project	🛃 Reports	🖂 Messi	ages 😑				Search	Q
÷	🗠 Overview	🖪 Tasks	🍽 Milestones	\$ Costs	Issues	🛕 Risks	≓ Changes	O Time Use	🗅 Files	📽 Project settings		
_												
	MESSAGES											
	Fitle				Project				Sender		Date	Comments
	est				Ljubo				Administ	rator	8/31/2018 11:06:14 AM	

- **System message** information and notifications on assigned projects and tasks are sent to user into the inbox in application
- E-mail system –information and notification on assigned projects and tasks are sent to user's e-mail

6.5. Search

The option search serves to search the project database per term or per phrase.

Şearch	P	Chosen project: Test project	(b) Administrator

The result of the search

PRIVATNI		
Project Name	Name	Description
Privatni projekat	Project: Privatni projekat	test

7. User options

KENDO Manayer	🗇 Dojo	🖹 Project 🛛 🗠 Re	ports 🖂 V	essages 🤭			Search 🔑		p.	Administrato	
										🖪 Projects	>
TASKS		A RISKS		@ ISSUES				MY MILESTONE	🛓 Users	& Administration	
Today	0	Today	0	Today	0	Today	0	Today	Roles and permissions	Hanguage	>
Soon		Soon	0	Soon	0	Soon	0	Soon	Code tables Password change	2 Logout	0
Deadline exp.	0	Deadline exp.	2	Deadline exp.	3	Deadline exp.	0	Deadline exp.	🛓 Upload licence file		ð

The following options are available :

• **Change of password** –If you wish, this option lets you change own password. When you forgot your password, click on login page option **Password forgotten**



• Language – Kendo Manager currently supports English and Serbian (Latin alphabet) language

HENDO manager	🖻 Dojo	🖹 Project 🛛 🗠 Re	ports 🖂 M	lessages 💿			Search	م		Administrat	
		<u>.</u>		v						Projects	
🖾 TASKS	A RISKS			ISSUES		= CHANGES		MY MILESTONES	- Andrew Control	ab Administration	
Today	0	Today	0	Today	0	Today	0	Today	Serbian	Language	
Soon	0	Soon	0	Soon	0	Soon	0	Soon	📷 English (Australian)	2. Logour	
eadline exp.	0	Deadline exp.	2	Deadline exp.	0	Deadline exp.	2	Deadline exp.	📕 German	0	
inished	0	Finished	6	Finished	0	Finished	0	Finished	🚾 Croatian	0	
									🛐 Bosnian	8	

• **Sign out** – option serves to user to sign out from the application